

SECTION 2 – MINIMUM QUALIFICATIONS

2.1 Offeror Minimum Qualifications

The Offeror *shall* provide proof with its Proposal that the following Minimum Qualifications have been met:

2.1.1 The Offeror shall have at least three (3) years of experience in the following areas:

1. ***For all three Service Categories:*** As a mortgage servicer or sub-servicer, not currently subject to any investor/insurer/guarantor/federal, or state imposed probation, penalty, or limitation. **Proof of meeting this requirement shall be provided in the form of a written statement on company letterhead signed by the Offeror's designated signor and the Offeror's attorney.**
2. ***For Service Categories 1 and 2 only:*** As a servicer or sub-servicer to a commercial bank or mortgage servicing company, federally or state regulated; or to a state, county, or municipal housing finance agency, with a portfolio of at least 5,000 of a combination of multi-family and single family loans. **Proof of meeting this requirement shall be provided in the form of an affidavit with number and type of loans serviced, written on company letterhead and signed by the Offeror's designated signor and the Offeror's attorney.**
3. ***For Service Category 3 only:*** As a servicer or sub-servicer to a commercial bank or mortgage servicing company, federally or state regulated; or to a state, county, or municipal housing finance agency, with a portfolio of at least 250 small business loans or the 5,000 of a combination of multi-family and single family loans. **Proof of meeting this requirement shall be provided in the form of an affidavit with number and type of loans serviced, written on company letterhead and signed by the Offeror's designated signor and the Offeror's attorney.**

2.1.2 ***For all three Service Categories:*** The Offeror shall be licensed in one of the following ways:

1. Hold a valid license to do business in the State of Maryland as a Mortgage Lender, *or*
2. Be a registered subsidiary of a federally regulated mortgage company.
3. **Proof of meeting requirements 1 or 2 shall be provided in writing in the form of a mortgage license number and shall be verified by the Procurement Officer by checking the Nationwide Multistate Licensing System& Registry at <http://www.nmlsconsumeraccess.org/>.**

2.1.3 ***For all three Service Categories:*** The Offeror shall have in effect at the time of Proposal submission the following instruments in amounts acceptable to Fannie Mae:

1. An Errors and Omissions (E&O) insurance policy, *and*
2. A fidelity bond.
3. **Proof of meeting this requirement shall be provided in writing in the form of a Certificate of Insurance included with the Technical Proposal.**